



Northern Marianas College
P.O. Box 501250 CK
Saipan, MP 96950
Phone: (670) 234-5498/3690
Fax: (670) 234-0759
Website: <http://www.nmcnet.edu>

VACANCY ANNOUNCEMENT

Announcement No. 03-015

It is the policy of Northern Marianas College that equal opportunity be given to all qualified applicants without regard to age, race, gender, marital status, place of origin, religion, disability status, political affiliation or family relationship. The College is an Equal Opportunity Employer.

POSITION TITLE:	Dean of Student Development
Pay Level & Step:	Ungraded
Annual Salary:	\$60,000.00
Location:	As Terlaje Campus, Saipan
Opening Date: 12/16/02	Closing Date: Until Filled

Nature of the Position:

The Dean of Student Development works with administrators, faculty, staff, students, and the public in the area of student development. The Dean of Student Development administers comprehensive student development program including existing policies and regulations.

Duties and Responsibilities:

1. Responsible to the Vice President for Programs and Services for directing day-to-day operations of Division of Student Development;
2. Plans, directs, and evaluates all aspects of student development of the college;
3. Supervises and coordinates the implementation of the Career Services Center goals, objectives, and activities. These goals, objectives, and activities include: the planning and implementation of college visitations, career and job fairs, resume writing and job interview workshops, and alumni association and job placement activities.
4. Supervises and coordinates the implementation of educational, social, cultural, and recreational programs and activities through the Students Activities Center;
5. Supervises and coordinates the advising of liberal arts students, advising workshops, personal counseling of students, and other activities through the Counseling Programs and Services Department;
6. Supervise and coordinates the implementation of all phases of the TRIO/Upward Bound, Talent Search and Student Enhancement programs;
7. Develops, prepares, and submits new and continuation grant proposals which affect the Division of Student Development;
8. Oversees maintenance of all project fiscal transactions and approves all expenditures;
9. Coordinates delivery and management of student development functions wherever appropriate;
10. Recommends the hiring, promotion, and termination of employees within the Division of Student Development;
11. Ensures division compliance with state, federal, and district regulations;
12. Advises and enforces college policy relating to student development;
13. Works with federal agencies; issues reports to HEW; prepares and certifies enrollment reports for state aid on a timely basis;

Vacancy Announcement 03-015

Northern Marianas College is accredited by the Accrediting Commission for Community and Junior Colleges, Southern Association of Colleges and Universities of the Western Association of Schools and Colleges.



MEMORANDUM

TO: President

FROM: Acting Director, Human Resources

SUBJECT: Eligibility List

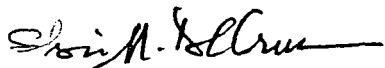
Date: January 23, 2003

Announcement No	Position Title	Opening Date	Closing Date
03-015	Dean, for Student Development	12/16/02	UNTIL FILLED

Attached is the application for consideration and review of the Selection Committee.

The applicants eligible for the position are:

	Name	Date & Time
1	John A. Angello	W, 2/05/03 1:30pm
2	Kurt C. Barnes	✓ 2:30pm
3	Jeanette T. Villagomez	✓ 3:30pm
	Nothing Follows	



Elsie Dela Cruz

attach(s): Application forms

Northern Marianas College
Office of Human Resources

QUALIFICATION EVALUATION WORKSHEET

Name Jeanette Villagomez

Appl 1 / 1 EE 1 / 1

Vacancy / Position Dean, Student Dev.

EA / PC # CB-015

I. Comparative Quantitative Summary: Position vs. Applicant:

	<u>Position Requirements</u>	<u>Applicant Qualifications (Full & Partial)</u>	<u>Comments</u>
Education:	<u>MA</u>	<u>MA '98</u>	
Experience:	<u>5 STUDENT DEV.</u>	<u>8 yrs. com.</u>	
Others:	<u>5 SUPERVISION</u>	<u>6 yrs. com.</u>	
Numerical Comparison (Substitution)			

II. Placement:

- a. ~~Meets~~ Qualifications Requirements? Yes 1 / 1 No. 1 / 1
- b. If yes, exceeds by how many years / months: Yrs ____ Mos ____
- c. If no to #1 above, lacks how many years / months: Yrs ____ Mos ____
- d. Salary (PI and step) qualified for:

[Signature]
Reviewing Personnel Specialist

1/22/03
Date

[Signature]
Approving Personnel Supervisor

1-23-03
Date

Northern Marianas College
Office of Human Resources

QUALIFICATION EVALUATION WORKSHEET

Name JACK ANGELLO Appl 1 / ✓ / EE 1 / 1
 Vacancy / Position Dean, Student Development EA / PC # 03-015

I. Comparative Quantitative Summary: Position vs. Applicant:

	Position Requirements	Applicant Qualifications (Full & Partial)	Comments
Education:	<u>MA</u>	<u>ED.D 96</u> <u>MA 89</u>	<u>univ. of southern california</u> <u>SJSU (Educ. Instruc. Tech)</u>
Experience:	<u>5 STUDENT DEV.</u>	<u>6.3 yrs - PST</u> <u>* 6 yrs. PST Educ. Admin (8 yrs total w/ PSS)</u>	
Others:	<u>5 SUPERVISION</u>		
Numerical Comparison			

(Substitution)* Educational Administration = 8 yrs including PSS - 2 yrs PSS 1989-1990-1
 Post-Secondary Educational Administration = 6.3 yrs = 1996-2002
 Post-Secondary Teaching experience = 6.3 yrs.

II. Placement:

- a. Meets Qualifications Requirements? Yes 1 / ✓ / No. 1 / 1
 b. If yes, exceeds by how many years / months: Yrs ____ Mos ____
 c. If no to #1 above, lacks how many years / months: Yrs ____ Mos ____
 d. Salary (PI and step) qualified for:

Paula C. Hunter 11/27/02
 Reviewing Personnel Specialist Date

Philip S. G. G. G. 11-27-02
 Approving Personnel Supervisor Date

Jack Angello 11-1-1

Northern Marianas College
Office of Human Resources

QUALIFICATION EVALUATION WORKSHEET

Name Janice Tenorio

Appl 1 / 1 EE 1 / 1

Vacancy / Position Dean, Student Dev.

EA / PC # 03-015

I. Comparative Quantitative Summary: Position vs. Applicant:

	<u>Position Requirements</u>	<u>Applicant Qualifications (Full & Partial)</u>	<u>Comments</u>
Education:	<u>MA</u>	<u>MA '98</u>	
Experience:	<u>5 STUDENT DEV.</u>	<u>5yrs, 2mo.</u>	
Others:	<u>5 SUPERVISION</u>	<u>3yrs, 4mo.</u>	
Numerical Comparison			
(Substitution)			

II. Placement:

- a. Meets Qualifications Requirements? Yes 1 / 1 No. 1 / 1
- b. If yes, exceeds by how many years / months: Yrs Mos
- c. If no to #1 above, lacks how many years / months: Yrs Mos
- d. Salary (PI and step) qualified for:

Alleguerrero
Reviewing Personnel Specialist

Jan/22/03
Date

John A. Kline
Approving Personnel Supervisor

1-23-03
Date

VAA 03-015



NORTHERN MARIANAS COLLEGE

Request for Recruitment

MEMORANDUM

To: Director of Human Resources
From: President

1. *The President has reviewed the request and has determined that there is a need for the position to be filled. A position description is attached.*

Position Title	Dean of Student Development	<input checked="" type="checkbox"/> New Position
Fill By (date): ASAP	Salary Range: Ungraded @ \$60,000	<input type="checkbox"/> Vacant position
Position Description Attached:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Transfer
President's Signature:	 Kenneth E. Wright, Ph.D.	Date: 12/12/02

2. *Budget Office has reviewed the request, verified the FTE, funding and assigned the account number (s).*

	From	To	Employee No:
FTE #:			
Account No:		UPR-51010-S-A5310	100% Total
Account No:			% must equal
Account No:			%
Account No:			% 100%
Budget Officer's Signature:	 David D.L.G. Atalig		Date: 12/13/02

3. *Human Resources:*

Classification Title:	Dean, Student Dev.	Pay Level: Ungraded
Acting H/R Director's Signature:	 Elsie M. Dela Cruz	Date: 12-13-02

4. *Remarks:*

	New Position.

Approved:



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VACANCY ANNOUNCEMENT

Announcement No. 03-018

It is the policy of Northern Marianas College that equal opportunity be given to all qualified applicants without regard to age, race, gender, marital status, place of origin, religion, disability status, political affiliation or family relationship. The College is an Equal Opportunity Employer.

POSITION TITLE:	Dean of Academic Programs & Services
Pay Level & Step:	Ungraded
Annual Salary:	\$60,000.00
Location:	As Terlaje Campus, Saipan
Opening Date: 12/23/02	Closing Date: Until Filled

Nature of the Position:

Under the direction of the Vice President for Programs and Services, the dean will plan, organize, maintain, direct, and evaluate the courses, programs, projects, and activities of the Academic Programs and Services Unit (APSU). This unit includes the following: the School of Education programs and departments, the Associate Degree and Certificate programs and departments, and the Office of Admissions, Records, & Financial Aid.

Duties and Responsibilities:

1. Monitors APSU administrator, faculty, and staff work plans to ensure they are consistent with the NMC Strategic Master Plan.
2. Leads department chairs and faculty and staff members in the unit's program and curriculum evaluation, improvement, and development; establishes priorities; develops multi-year instructional plans; and participates in strategic and long-range academic planning for the college.
3. Confers with division department chairs and solicits ideas for program and process improvement.
4. Under the supervision of the Vice President for Programs and Services, ensures the implementation, and continuous improvement of an academic master plan for the division.
5. Ensures that academic programs are evaluated and that needs assessments are conducted regularly.
6. Communicates with leaders in the private and public sectors and educational agencies to determine needs for new courses and programs and establishes advisory committees as appropriate.
7. Keeps abreast of new developments and innovations in community colleges and higher education; recommends improvement to maintain relevance of programs to meet student and community needs.
8. Participates in the development of the college budget and manages the division's financial resources consistent with college policy and sound financial principles.
9. Works cooperatively with other college administrators and supervisors to coordinate programs and services to meet student needs.
10. Promotes and communicates high standards of performance for department chairs, program directors, faculty, and staff. In an enabling and supportive way, systematically monitors division activities and managerial practices to ensure that program activities relate to program goals and outcomes. Takes corrective action, promotes improvement, and recognizes excellence and achievement.

Vacancy Announcement 03-018

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Northern Marianas College
Human Resources Office

MEMORANDUM

TO: President

FROM: Acting Director, Human Resources

SUBJECT: Recommendation of Appointment

DATE: February 13, 2003

Attached please find an employment application of Mr. Joaquin M. Sablan. He has been recommended for the position of Dean for Academic Programs & Services for the division of Academic Programs & Services, which was advertised under VA#03-018.

As per Policy 4008, we are forwarding this applicant to you for your review and consideration. If you approve, please sign below so that we may offer the appropriate contract, conditions of employment, and personnel action for Mr. Sablan.

Thank you.

Elsie M. Dela Cruz

attach.

Approved:

Kenneth E. Wright, Ph.D.
President

Memorandum

To: Elsie M. Dela Cruz, Acting Director of Human Resource

From: Interviewing Committee for VA #03-018

Date: 02/06/2003


Re: Recommendation of appointment for the Dean of Academic Programs & Services

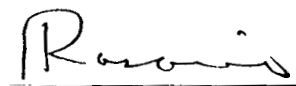
After a review and collection of the screening evaluations from our interviews today, the candidate with the highest score was **Joaquin M. Sablan**, to fulfill the position of Dean of Academic Programs & Services for the Academic Programs & Services Division of the Northern Marianas College.

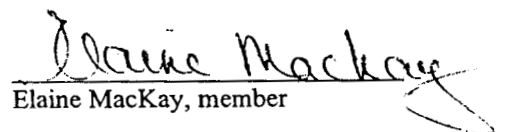
Below are the list of candidates and their total scores:

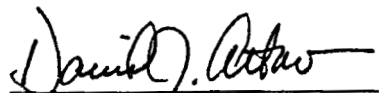
1. Joaquin M. Sablan – 296
2. John A. Angello, Ed.D – 218

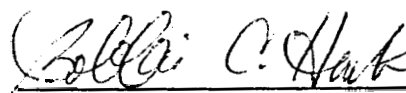

Kimberly King-Hinds, Regent


Geri Willis, member


Herbert Del Rosario, member


Elaine MacKay, member


David J. Attao, member


Bobbie C. Hunter, HR/EEO Representative

MEMORANDUM

TO: President

FROM: Acting Director, Human Resources

SUBJECT: Eligibility List

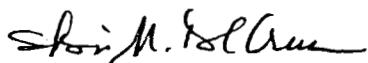
Date: January 23, 2003

Announcement No	Position Title	Opening Date	Closing Date
03-018	Dean, for Academic Programs & Services	12/23/02	UNTIL FILLED

Attached is the application for consideration and review of the Selection Committee.

The applicants eligible for the position are:

	Name	Date & Time
1	John A. Angello	Th, 2/6/03 10:30am
2	Joaquin M. Sablan	✓ 9:30am
	Nothing Follows	



Elsie Dela Cruz

attach(s): Application forms

Northern Marianas College
Office of Human Resources

QUALIFICATION EVALUATION WORKSHEET

Name Joaquin M. Saldan, Jr.

Appl / / EE / ✓ /

Vacancy / Position Dean, Academic Programs

EA / PC # 03-018

I. Comparative Quantitative Summary: Position vs. Applicant:

	<u>Position Requirements</u>	<u>Applicant Qualifications (Full & Partial)</u>	<u>Comments</u>
Education:	<u>MA</u>	<u>MA '98</u>	
Experience:	<u>8</u>	<u>12 yrs. 2 mo.</u>	
Others:	<u>3 PST</u>	<u>6 yrs, 7 mo.</u>	
Numerical Comparison (Substitution)			

II. Placement:

- a. Meets Qualifications Requirements? Yes / ✓ / No. / /
- b. If yes, exceeds by how many years / months: Yrs Mos
- c. If no to #1 above, lacks how many years / months: Yrs Mos
- d. Salary (PI and step) qualified for:

Alleguerrero
Reviewing Personnel Specialist

1/20/03
Date

Bill S. C...
Approving Personnel Supervisor

1-23-03
Date

Northern Marianas College
Office of Human Resources

QUALIFICATION EVALUATION WORKSHEET

Name JACK ANGELLOAppl / ☒ / EE / ☐ /Vacancy / Position Dean, Academic Programs
& ServicesEA / PC # 03-018I. Comparative Quantitative Summary: Position vs. Applicant:

	<u>Position Requirements</u>	<u>Applicant Qualifications (Full & Partial)</u>	<u>Comments</u>
Education:	<u>MA</u>	<u>ED.D 96 MA 89</u>	<u>univ. of southern california SJSU (Educ. Instruc. Tech)</u>
Experience:	<u>8</u>	<u>6.3 yrs - PST * 6 yrs. PST Educ. Admin (8 yrs total w/ PSS)</u>	
Others:	<u>3PST</u>	<u>6.3 yrs.</u>	
Numerical Comparison			
(Substitution)* Educational Administration = <u>8 yrs</u> including PSS - <u>2 yrs</u> PSS 1989-1990- Post-Secondary Educational Administration = <u>6.3 yrs</u> = 1996-2002 Post-Secondary Teaching experience = <u>6.3 yrs.</u>			

II. Placement:

- a. Meets Qualifications Requirements? Yes ☒ / No. ☐ / 1/30/03
- b. If yes, exceeds by how many years / months: Yrs _____ Mos _____
- c. If no to #1 above, lacks how many years / months: Yrs _____ Mos _____
- d. Salary (PI and step) qualified for:

Patricia C. Heath
Reviewing Personnel Specialist

11/27/02
Date

Frank H. [Signature]
Approving Personnel Supervisor

11-27-02
Date

Jack Angello

Northern Marianas College
Office of Human Resources

QUALIFICATION EVALUATION WORKSHEET

Name Janice A. Tenorio

Appl 1 / 1 EE 1 / 1

Vacancy / Position Dean, Academic Programs

EA / PC # 03-08

I. Comparative Quantitative Summary: Position vs. Applicant:

	<u>Position Requirements</u>	<u>Applicant Qualifications (Full & Partial)</u>	<u>Comments</u>
Education:	<u>MA</u>	<u>MA - 98</u>	
Experience:	<u>8</u>	<u>5 yrs. 8 mo. 9 yrs.</u>	
Others:	<u>3 PST</u>	<u>0</u>	
Numerical Comparison (Substitution)			

II. Placement:

- a. Meets Qualifications Requirements? Yes 1 / 1 No. 1 / 1
- b. If yes, exceeds by how many years / months: Yrs Mos
- c. If no to #1 above, lacks how many years / months: Yrs Mos
- d. Salary (PI and step) qualified for:

Albuquerque
Reviewing Personnel Specialist

1/20/03
Date

Shirley K. C...
Approving Personnel Supervisor

1-23-03
Date

703-213



NORTHERN MARIANAS COLLEGE

Request for Recruitment

MEMORANDUM

To: Acting Director of Human Resources
From: President

1. *The President has reviewed the request and has determined that there is a need for the position to be filled. A position description is attached.*

Position Title	Dean of Academic Programs & Services	<input checked="" type="checkbox"/> New Position
Fill By (date): ASAP	Salary Range: Ungraded @ \$60,000	<input type="checkbox"/> Vacant position
Position Description Attached:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Transfer
President's Signature:	 Kenneth E. Wright, Ph.D.	Date: 12/18/12

2. *Budget Office has reviewed the request, verified the FTE, funding and assigned the account number (s).*

	From	To	Employee No:
FTE #:			
Account No:		UPR-51010-6-AS210	100 % Total
Account No:			% must equal
Account No:			% equal
Account No:			% 100
Director of Financial & Administrative Services Signature:	 David D.L.G. Atalig		Date: 12/17/02

3. *Human Resources:*

Classification Title:	

New Position.

Approved: